



Career Services Program Denial Letter

Date _____

Client Name: _____

Address: _____

Your application for Career Services cash benefits is denied effective _____. The reason for this is checked below:

- ☐ You haven't provided proof you are working at least 30 hours a week in unsubsidized employment.
- ☐ You aren't working at least 30 hours a week in unsubsidized employment.

See Washington Administrative Code): [WAC 388-310-2100](#).

If you feel our information is wrong, you may call 1-800-339-3981 to talk to a Career Services Program counselor.

The worker can:

- Explain the rules and answer any questions.
- Verify your eligibility for the program.
- Assist you with the appeal process.
- Provide job placement services.

Career Services Program Counselor

Phone Number

You can request a hearing if you disagree with the reason why you were denied from the Career Services Program. You have the right to bring a lawyer or anyone you choose to the scheduled hearing. To request an administrative hearing fill out the request below and mail to:

**To: Office of Administrative Hearings
PO Box 42489
Olympia, WA 98504-2489**

CAREER SERVICES PROGRAM ADMINISTRATIVE HEARING REQUEST

WorkSource you worked with:	Telephone Number/ Area Code ()	Social Security Number
Print your name	Signature:	Date:
Reason why you are requesting appeal		
<input type="checkbox"/> I am requesting an appeal because I disagree with being denied.		